

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, A&TS
Attn : Mr. [REDACTED]
FROM : Chief, ID

DATE: 20 July 1954

SUBJECT: Annual Management Improvement Report

1. Reference is made to a memorandum from the Executive Officer, SO, to all Staff and Division Chiefs dated 29 June 1954 same Subject, forwarding a copy of a memorandum from the Chief, Management Staff to the Director of Security dated 25 June 1954.

2. In response to Paragraph 4a of the second referenced memorandum, the Inspection Division has no Management problems which are beyond the authority of the Director of Security to solve.

3. In response to Paragraph 4b of the above, the following major areas of potential improvement are selected for emphasis in FY 1955. The Inspection Division plans:

a. Security inspections of CIA installations which should result in their more secure operation.

b. The issuance of a manual for the guidance of security officers.

c. Special security surveys, studies, and recommendations for more efficient security operations of various CIA installations.

d. To increase support and service to foreign and domestic security officers in order to obtain maximum security efficiency.

4. The following comments are offered, where applicable, to the check list set out in the second reference:

a. During the FY 1954, the materials and supplies of the Inspection Division have been placed in a locked cabinet under the custody of the Admin. Assistant. Supplies are issued and controlled in this manner. Those materials and supplies found surplus to the needs of this division have been returned to the general supply room.

b. Since the inception of the Security Officer program, this Division has been exceptionally hard pressed for personnel. Six inspectors have been transferred from this small Division into foreign and domestic security officer posts and three others have left or been assigned elsewhere. Accordingly, the organization, structure, functions and procedures have been of necessity, extremely fluid. Inspectional and other assign-

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ments are made on the basis of work load and the experience of the Inspectors.

- c. See b. above.
- d. This Division maintains a weekly work report which reflects all of the pertinent activities of each Inspector. This report serves as a guide to the production and distribution of the Division work.
- e. During FY 1954 a Security Inspection Schedule for FY 1955 was prepared which established priorities and sets target dates for our inspections.
- f. Not applicable.
- g. Not applicable.
- h. During FY 1954 the entire Division file system was reviewed and materials not required for the immediate use of this Division were forwarded appropriate Sections.
- i. Arrangements were made with EE and FE of DDP for this Division to coordinate the reports of the Security Officers in the DDP complex.
- j. See e. above.
- k. Numerous conferences were held during FY 1954 to avoid duplication of effort including (1) conference with Logistics Office and the Security Division with regard to clearance of classified contractors; (2) Conference with Security Control Staff, Cover Branch and OTR regarding the External training program and (3) conference with Physical Security re physical surveys and inspections.
- l. One Inspector of this Division was assigned during FY 1954 as Security Advisor to the President's Psychological Strategy Board.
- m. Inspectors of this Division have been made available for each briefing or training course pertinent to our activities as the opportunities arose in FY 1954. A study and conferences were held with the Executive Officer re reporting procedures.
- n. Policy agreement with SO/OTR with regard to the External Training Program and agreements with the SO/LO re transportation of Ordnance material resulted in improved management. (Please also see i. above.)
- o. (1) Special security studies and/or investigations were performed to resolve special security problems in eight CIA components.
(2) A CIA regulation was prepared to govern the selection and appointment of career and area security officers.

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(3) A manual providing guidance to security officers was prepared and will be distributed during FY 1955.



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ID/SO/DBW/JDN:ds (20 July 1954)

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